

SSBG HOME-DELIVERED MEALS

1.0 SERVICE DEFINITION

- 1.1 Homebound Meal Service is a nutrition service that provides nutritionally balanced meals that meet one-third of the daily Dietary Reference Intakes (DRI), as set by the National Research Council (NRC) for this age group, and the Dietary guidelines for Americans (Published by the Secretaries of the Department of Health and Human Services and USDA). Refer to Menu format and the Division of Services for Aging and Adults with Physical Disabilities (DSAAPD) guidelines for exact requirements.

2.0 SERVICE GOAL

- 2.1 The program is aimed at promoting better health among the homebound adults through improved nutrition and keeping the individual in his/her own home, rather than in an institution. It also provides minimum social contact to a person who may be otherwise homebound and isolated.

3.0 SERVICE UNIT

- 3.1 The unit of service for Home-Delivered Meal Service is one complete meal provided to one eligible participant. A complete meal is one that meets or exceeds one-third of the Dietary Reference Intakes, as defined by DSAAPD.

4.0 SERVICE AREA

- 4.1 Services are available to all eligible residents of the State of Delaware.
- 4.2 Providers are permitted to apply to serve sub-areas within the state.

5.0 SERVICE LOCATION

- 5.1 Service will be available at the home(s) of eligible homebound persons residing in the State of Delaware.

6.0 ELIGIBILITY

- 6.1 The DSAAPD Case Manager will determine consumer eligibility.
- 6.2 The DSAAPD Case Manager will determine and authorize the number of meals per week per consumer.
- 6.3 Consumer receiving Home Delivered Meals must be
 - 6.3.1 a U.S. citizen or legal alien
 - 6.3.1.1 Alien status will be verified.
 - 6.3.2 homebound and/or unable to prepare a meal
 - 6.3.3 between the ages of eighteen (18) and fifty-nine (59)
 - 6.3.4 physically disabled

7.0 SERVICE STANDARDS

7.1 Contractor responsibilities

- 7.1.1 The provider must develop and maintain policies and procedures pertaining to the delivery of meals.
- 7.1.2 Meals (hot, cold, supplemental and shelf-stable emergency) shall be provided only as authorized by the DSAAPD Case Manager.
- 7.1.3 Meals may be provided for five or more days.
- 7.1.4 Meals may be hot, cold or frozen.
- 7.1.5 A formal system for documenting participant feedback regarding meal services must be in place.
- 7.1.6 Preparation, handling, packaging and transporting of food must be in compliance with federal, state and local health laws and ordinances.
- 7.1.7 Food service staff should be trained in and adhere to the most recent FDA Food Code specifications for food safety, including safe temperature control of foods.
- 7.1.8 Delivery time for foods must not exceed two hours.
- 7.1.9 The provider will maintain documentation of authorization in the consumer folders.
- 7.1.10 Providers may offer medical foods as supplements to a regular meal or as meal replacements if ordered by a physician to medically / nutritionally at risk consumers.
- 7.1.11 Supplemental meals may be nutritional products such as Ensure Plus or other products approved by DSAAPD and evening and breakfast meals.
- 7.1.12 Modified therapeutic and textured diets may be made available if ordered by a physician (refer DSAAPD policy on Therapeutic Diets.)

7.2 DSAAPD Responsibilities

- 7.2.1 DSAAPD staff must verify Alien Status.
- 7.2.2 DSAAPD staff will maintain individual service plans detailing the type, frequency and duration of service. Meal service will start only when the contractor receives the written authorization.
- 7.2.3 DSAAPD staff will reassess consumers on an annual basis to determine continued eligibility.
- 7.2.4 The DSAAPD Case Manager will be responsible for obtaining and maintaining a current written diet order from the consumer's physician. The DSAAPD Case Manager will provide a copy of the diet order with the referral/authorization of service to the provider.

8.0 INVOICING REQUIREMENTS

- 8.1 The provider will invoice DSAAPD pursuant to the DSAAPD Policy Manual for Contracts, Policy Number X-Q, Invoicing.
- 8.2 The following information will also be included on the invoice:
 - 8.2.1 Consumer legal name
 - 8.2.2 Totals by consumer for each type of meal being billed
 - 8.2.3 Authorized Meals
 - 8.2.4 An explanation for any missed meals
 - 8.2.5 Separation of cost for mid-day meals, supplemental meals, approved medical foods and emergency meals
 - 8.2.6 Totals by type of meal
 - 8.2.7 Unit cost per type of meal
 - 8.2.8 Total DSAAPD funds earned
- 8.3 DSAAPD will be billed for all meals not canceled twenty-four (24) hours in advance. These meals must be noted as such on the invoice.

ATTACHMENT B

MENU FORMAT AND NUTRIENT GUIDELINES FOR MEALS (EXCLUDING BREAKFAST MEALS)

Menu Format

1. Meat and meat substitutes: ≥ 3 ounces (≥ 15 grams of protein) of edible meat or meat substitute must be included in the meal.
 - Meat substitutes may include cheese, eggs, cottage cheese, peanut butter, cooked beans/lentils, nuts, and soy products.
 - Protein sources may be combined to meet the three (3) ounce requirement.
 - The use of low-fat and fat-free products is encouraged, in order to control the total fat content of the meal.
 - The use of low-sodium products is also encouraged, in order to control the total sodium content of the meal.
2. Enriched bread and grain products: a minimum of one (1) serving must be included in the meal. One (1) serving is defined as one (1) slice of bread or $\geq 1/2$ cup of pasta, rice or other grain product and is ≥ 15 grams of carbohydrate.
 - Bread or grain products can both contribute to this requirement.
 - Rice or pasta may be served as a bread alternative or as an extra menu item, in addition to bread.
 - The use of whole grain foods is encouraged, in order to increase the fiber content of the meal.
3. Milk or non-dairy substitute: a minimum of one (1) serving must be included in the meal.

One (1) serving is 8 fluid ounces of milk or a non-dairy substitute e.g. soy milk.

 - Non-dairy beverages may be used to accommodate the preferences of consumers who do not use dairy products due to ethnic food preferences.
 - The use of non-fat or low-fat products is encouraged, in order to control the total fat content of the meal.
4. Fruit and/or vegetables: a minimum of two (2) servings must be included in the meal.

A serving is defined as $\geq 1/2$ cup of fruit or vegetable or $\geq 1/2$ cup of fruit or vegetable juice.

 - The minimum serving amount for dried fruit is as follows:
 - 6 halves dried apricots
 - 3 dates
 - 3 dried prunes
 - 2 tablespoons raisins

Potatoes are counted as a vegetable.

 - Vitamin A-rich food sources should be served at least three (3) times per week, to maintain a weekly average of 233mcg of Vitamin A.

5. Fortified margarine or butter: a minimum of one (1) teaspoon may be included in the meal.
 - The margarine or butter can be use in preparation of the meal.
 - One (1) teaspoon mayonnaise, cream cheese, or salad dressing may be substituted. The use of low-fat products is recommended
6. Dessert: one dessert food must be included with the meal. A minimum serving size of $\geq 1/2$ cup of pudding, gelatin, fruit or fruit dessert is required.
 - Other dessert items can be portioned by the agency, considering consumer preferences and commonly acceptable serving sizes.

Nutrient Analysis Guidelines

All meals qualifying for DSAAPD reimbursement must meet the follow nutrient guidelines, as documented by menu analysis.

Calories	≥ 600 calories
Protein	≥ 15 grams
Calcium	≥ 400 milligrams
Vitamin C	≥ 25 milligrams
Fiber	≥ 7 grams
Vitamin A	A weekly average of ≥ 233 RAE (233 mcg) is required for consumers documented as receiving five meals a week.
Fat	$\leq 30\%$ of total calories weekly average** No meal to exceed 35%
Sodium	~ 1000 milligrams weekly average** No meal to exceed 1200 milligrams
Potassium	~ 1565 milligrams
B12	$= 0.8$ micrograms
Magnesium	~ 107 milligrams, weekly average of 90mg
Vitamin D	~ 5 micrograms

** Occasional meals that exceed these recommendations will be allowed. DSAAPD encourages the provision of healthful meals for all consumers, which precludes excessive amounts of fat, cholesterol and sodium.

** While every effort should be made with vendors to include these guidelines, if it is not possible, shelf-stable, emergency meals will not be required to adhere to these guidelines.

Condiments need not be included in analysis, so long as they are served on the side and not mixed in with food components of the meal.

ATTACHMENT B

MENU FORMAT AND NUTRIENT GUIDELINES FOR BREAKFAST MEALS

Menu Format

1. Meat and Meat Substitutes: ≥ 2 ounces of meat or substitute must be included in the breakfast meal. The meat or meat substitute must contain a minimum of 12 grams of protein, excluding the protein contained in the required milk serving. The amount of food needed to meet this requirement is contained in the following table.

Food	Amount equivalent to 2 ounces of meat or meat substitute (i.e. protein content)
Poultry, fish, meat	2 ounces
Cheese	2 ounces
Egg	2 large eggs (~ 50 grams each)
Cottage cheese	Volume/amount containing 12 grams of protein
Peanut butter	3 tablespoons (~48 grams)
Cooked beans	Volume/amount containing 12 grams of protein
Tofu	Volume/amount containing 12 grams of protein
Yogurt	Volume equivalent to 12 grams of protein.

Protein sources may be combined to meet the 2 ounce requirement, e.g. 1 egg and 1 ounce of ham.

The use of low-fat and fat-free products is encouraged, in order to control the total fat content of the meal.

The use of low-sodium products is encouraged, in order to control the total sodium content of the meal.

2. Enriched Bread and Grain Products: One serving is ≥ 1 ounce or $\geq \frac{1}{2}$ cup of prepared cereal or other grain product. One serving is ≥ 15 grams of carbohydrate. Foods in this group include waffles, pancakes, cereals, french toast, fortified bakery products, muffins, bagels, tortillas and breads. The use of whole grain foods is encouraged, in order to increase the fiber content of the meal.
3. Milk or non-dairy substitute: One serving is 8 fluid ounces of milk or a non-dairy substitute, e.g. soymilk. Non-dairy beverages may be used to accommodate the preferences of consumers who do not use dairy products due to ethnic food preferences. The use of non-fat or low-fat products is encouraged, in order to control the total fat content of the meal.

ATTACHMENT B

MENU FORMAT AND NUTRIENT GUIDELINES FOR BREAKFAST MEALS

(continued)

4. Fruit and/or vegetables: Two or more servings of fruit and/or vegetables must be included in the breakfast meal. A serving is defined as $\geq \frac{1}{2}$ cup of fresh or canned fruit or vegetables, $\geq \frac{1}{2}$ cup of fruit or vegetable juice.

The minimum servings for dried fruit are as follows:

- 6 halves dried apricots
- 3 dates
- 3 dried prunes
- 2 tablespoons raisins

B. Nutrient Analysis Guidelines

All meals qualifying for DSAAPD reimbursement must meet the following nutrient guidelines:

Calories	≥ 600 calories
Protein	≥ 15 grams
Calcium	≥ 400 milligrams
Vitamin C	≥ 25 milligrams
Fiber	≥ 7 grams
Vitamin A	A weekly average of ≥ 233 RAE (233 mcg) is required for consumers documented as receiving five meals a week.
Fat	$\leq 30\%$ of total calories * No meal to exceed 35%
Sodium	~ 1000 milligrams * No meal to exceed 1200 milligrams
Potassium	~ 1565 milligrams
B12	$= 0.8$ micrograms
Magnesium	~ 107 milligrams
Vitamin D	~ 5 micrograms

* Occasional meals that exceed these recommendations will be allowed. DSAAPD encourages provision of healthful meals for all consumers, which precludes excessive amounts of fats, cholesterol and sodium.

ATTACHMENT C

FOOD STANDARDS

- A. All foods used shall be in conformance with the State guidelines for menu planning and the following specifications.
- B. The grade minimums recommended for food items are as follows:
1. Meat – Only those meats or meat products which are slaughtered, processed and manufactured in plants participating in the U.S. Department of Agriculture inspection program can be used. Meats and meat products must bear the appropriate inspection seals and be sound, sanitary and free of objectionable odors or signs of deterioration upon delivery. Meats for dry heat cooking shall be of Choice Grade and those for moist heat cooking shall be of Good Grade or better.
 2. Poultry and Seafood – When served as whole pieces, poultry and seafood shall be U.S. Grade A.
 3. Eggs – U.S. Grade A, all eggs must be free from cracks. Dried, liquid or frozen eggs shall be pasteurized.
 4. Meat extenders – Soy protein added to extend meat products shall not extend 15% of net weight of the meat used and shall be used only when acceptable product results.
 5. Fresh Fruits and Vegetables – Shall be of good quality (USDA #1) relatively free of bruises and defects.
 6. Canned and Frozen Fruits and Vegetables – Grade A used in all menu items, including combination dishes, i.e., gelatins, soufflés.
 7. Dairy Products – USDA Grade A Homogenized milk (skim, 1%, or 2%), all fortified with Vitamin A and D shall be offered.
- Only commercially preserved foods may be used (No home canned foods).
- C. Food, at all times, shall be prepared in a means that would maximize its palatability and appearance and maintain its nutritional value. Appropriate garnishes shall be provided.
- D. Minimum portions (cooked weights or edible portions)
- Roast meats, boneless chops, steaks, boneless turkey and cutlets – 3 oz.
 - Bone in chops, breaded meats or seafood – 4 oz.

ATTACHMENT C

FOOD STANDARDS

(continued)

- Chicken with bone – 5 oz.
- Chopped steaks, meatloaf – 3 oz.
- Eggs – 1 large egg is equivalent to 1 oz. of protein requirement.
- Dried beans, peas, lentils – ½ cup equal to 1 oz. of protein requirements (must be used in combination with whole grain products, egg, cheese, or meat product).
- Soup used as a vegetable must contain a minimum of 4 oz. of vegetables (drained weight).
- Gelatin salad used as a fruit and/or vegetable requirement must be enriched with Vitamin C.
- Instant mashed potatoes utilized for the vegetable requirements must be enriched with Vitamin C.
- All grain products used must be enriched.

NOTE: Combinations of protein foods can be used to serve the 3 oz. requirement.

ATTACHMENT D

**MENU APPROVAL FORM
FOR CONGREGATE AND HOME DELIVERED MEALS**

Signature of Dietitian _____

Registration Number _____

Print Name _____

Contact Phone Number _____

Address _____

Nutrition Project Director _____

Contact Phone Number _____

Address _____

- _____
1. This menu shall consist minimally of a _____ week cycle of regular diet meals and shall be representative of the current six month period. Attach cycle menu, menu as served (if different), weekly nutrient average, daily nutrient analysis.
2. For those participants requiring menu modifications for reasons of health, diabetes, hypertension, heart disease, etc., modified diets can be provided in accordance with established regulations. Modified diet menus must be reviewed and approved by the dietitian. Please indicate those modified diets which are provided.